

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service  
Indian Health Service

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 91-2

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ALBUQUERQUE AREA IHS RECORDS MANAGEMENT PROGRAM

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1. **BACKGROUND.** The Code of Federal Regulations, Title 44 U.S.C. 3101, requires that the head of each Federal Agency create and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Agency. The preserved records must be designed to furnish the information necessary to protect the legal and financial rights of the Federal Government and of persons directly affected by the Agency's activities.

2. **DEFINITION OF RECORDS.** The term "records" includes all books, papers, maps, photographs, machine readable materials, documentary materials, patient related health records, reports, and associated items, regardless of physical form or characteristics. Under Federal Law, records developed or received by an Agency associated with public business transactions, must be preserved by that Agency or its legitimate successor, as evidence of the organization's functions, policies, decisions, procedures, health care provided, or other activities of the Government and because of the information value of the data contained in the records.

Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, stocks of publications, and processed documents are not included.

3. **POLICY.** The Albuquerque Area IHS will establish and maintain an active continuing program to economically and efficiently control all records in accordance with the criteria listed below:
  - A. Maintain effective control over the development, maintenance and use of records in the conduct of business and release of legal documents to third party recipients;

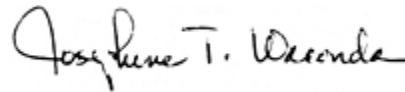
- B. cooperate with the staff of the National Archives and Records Administration of the United States in applying standards, procedures, and techniques designed to improve the management of records, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of temporary records;
- C. ensure that the Albuquerque Area IHS is in compliance with Title 44 U.S.C. 3101, the Privacy Act of 1974, the Freedom of Information Act of 1974 as amended, the Paperwork Reduction Act, and the policies and procedures of the Department of Health and Human Services, the Public Health Service and the Indian Health Service;
- D. conduct an annual review directed toward the evaluation and safeguarding of all records maintained; and
- E. establish a monitoring system to ensure continuing disposal of records in accordance with the Health Resources Services Administration (HRSA) Records Disposition Schedule, and the General Records Schedule.

#### 4. RESPONSIBILITIES

- A. The Area Records Management Officer, Office of Administration and Management, and the Director, Division of Medical Records Program are responsible (within their purview) for:
  - (1) Providing instruction and/or training regarding all aspects of records management and filing systems;
  - (2) annually reviewing the records/filing systems of the Albuquerque Area Office and the Service Units, to assure conformance with established records management directives and control policies;  
  
Exception: Personnel Files. These files are reviewed by a designated member of the Personnel Office.
  - (3) providing a summary of the results of reviews to the Area Director with recommendation, if appropriate, for improvement and/or change; and
  - (4) preparation of an annual report, documenting that records have been surveyed, screened, and disposed of (either through destruction or transfer) in accordance with Indian Health Service Circular No. 86-2, Records Appraisal, Inventory, and Disposition and the HRSA Records Disposition Schedule or the General Records Schedule, June 1988.

B. Service Unit Directors will:

- (1) Designate a Records Management and Control Coordinator, who will be assisted by the Service Unit Health Records Supervisor; and
- (2) will assure that their Service Unit is in compliance with all the policies and directives of the Records Management Program.



Josephine T. Waconda  
Assistant Surgeon General  
Director, Albuquerque Area  
Indian Health Service